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ABSTRACT

Part of the Project CAREER guidance component, this manual was developed to provide a resource to educators interested in establishing a center to house informative job and career materials for students. Information presented includes functions of the career resource center, minimum physical and personnel requirements, basic information materials, suggested activities, and procedures for acquiring, classifying, storing, and retrieving the materials. All purely occupational materials are classified according to the "Dictionary of Occupational Titles" (DOT) coding system. Sample catalog cards and letters requesting materials are appended. (TA)

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ED129994

Guidance
Workshop Manual

Career Information Centers

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FOREWORD

Conceptual descriptions of, as well as operational approaches to, career education and occupational competence involve significantly more than direct instructional activities. In addition to occupationally-oriented classroom experiences, students must receive up-to-date information which supports and increases the career awareness, exploration, and skill development phases. Outside the classroom, supplemental materials and equipment must be available in order to expose students further to the world of work. These counseling and guidance functions can be offered and carried out effectively through the operation of a Career Information Center.

This manual has been designed to convey, in documented form, the informational essence of our workshop on Career Information Centers - their functions, operation, and suggested contents. This document has been produced primarily as a resource to educators interested in establishing a center to house informative job and career materials for students.

Through the availability of manuals and workshops such as this, Project CAREER seeks to assist schools and school systems in the development of career education programs. It is our hope that interested readers will contact the Project in the event that these products might be of some assistance in the delivery of occupational competence to learners.

Vincent P. Lamo
Director

CAREER INFORMATION CENTERS

The materials in this workshop have been developed in direct consultation with Mrs. Dorothea C. Overholt, past Director of the Career Resource Center, Newton Public Schools, Newton, Massachusetts. Mrs. Overholt is also a co-author of a book entitled, Career Information Service (Circle, Clemens, Kroll, and Overholt, Bureau of Vocational Education, Department of Education, Commonwealth of Massachusetts, May, 1968.)

The workshop will be conducted in each Project CAREER pilot school system to achieve two primary goals.

1. To add to the insights and expertise of each Junior High and Senior High guidance team in their abilities relating to the functioning, operating, and equipping of a Career Resource Center.

2. To enhance the abilities of the Project CAREER guidance team, members will be asked to conduct similar workshops for counselors and teachers throughout their respective school systems. It is believed that such locally conducted workshops will increase the use of the center by students, teachers, and other counselors.

The Career Resource Center
Statement of Possible Functions

5/10/73

The Idea:

1. Provide occupationally related information to students, counselors and teachers.

2. Work with and implement ideas of a vocational guidance committee. This Committee would establish a student advisory committee to develop and evaluate programs.

3. The Career Information Center would be under the supervision of the guidance department and would be developed in association with the school libraries.

4. Provide location for computer console.

Services:

1. A circulating library collection of written occupational information.

2. An audio-visual collection of occupational materials including sound strip films, tapes, and records.

3. Jobs-for-Youth Placement Center. Liaison with local employers.

4. Development of follow-up information.

5. Vocational interest testing center.

6. Center for distribution of free occupational information materials.

7. Career consultation.

Activities:

1. Showing occupational films.

2. Providing speakers on general, occupationally-oriented topics, i.e. "How to Apply for a Job."

3. Providing speakers from specific occupational fields, i.e., lawyer, electrician

4. Providing professional persons to interact with groups of students on a several session basis.

5. Preparation of special occupational exhibits for commons rooms or for departments in the school.

6. Initiating community "Prep Clubs."

7. Sponsorship of field trips to industry.

8. Providing occupational orientation and information to counselors and teachers.

MINIMAL REQUIREMENTS FOR A CAREER INFORMATION CENTER

To begin, obtain:

Occupational Information, Baer and Roeber, Science Research Associates, Inc., 1964.

This book is a source book for the organization of a Career Information Center. It contains lists of primary sources for ordering occupational information materials.

Dictionary Of Occupational Titles, Vol. I, II, III, U.S. Government Printing Office, Washington, D.C. 20402, 1965.

Volume I contains the classification codes used in organizing occupational materials in the Career Information Center. Volumes II and III explain and implement the first volume.

"Guidelines for Preparing and Evaluating Occupational Materials," National Vocational Guidance Association, 1964. 1605 New Hampshire Avenue, N.W., Washington, D.C.

Career Information Service, Circle, Clemens, Kroll and Overholt, Bureau of Vocational Education, Commonwealth of Massachusetts, 1968.

This volume is a general source book both for acquiring materials and for providing the services of a Career Information Center.

MINIMUM REQUIREMENTS FOR A CAREER INFORMATION

1. Space: At least one large office room to accommodate the personnel, library, and office furnishings listed below.

2. Personnel:

One full-time professional staff person with both counseling and administrative skills.

A secretary, at least one-half time, or a paraprofessional.

3. Furnishing:

Book shelves as necessary for:

Reference books
Professional books
Occupational information books and pamphlet boxes
Computer printout materials.

Two desks with chairs for professional staff and secretary.

File cabinets for unbound verticle files of:

Occupational Information leaflets
Supplementary Information. See Baer and Roeber, Occupational Information, page 470-74 for example.
Commercial Catalogs, publishers of Occupational materials and tests.
Student Files

Library table and six chairs.

Stand for small index card file.

Small conference table to accommodate two.

Good magazine rack for display.

Mobile hanging file cabinet for taking pamphlets around school. (optional but very desirable)

4. Equipment:

Typewriter
Oxford hanging files
Manila folders

Adhesive labels for classification
Usual desk equipment
Telephone
Card files and 3 x 5 cards (includes publisher's card file; title, author and subject classification; and job file if center has a placement function.)
School stationery with letterhead
Mimeograph paper
Pamphlet boxes (see pg. 23 in Career Information Service)
Tests and interest surveys
Bulletin board (optional)

Basic Information Resources for a Career Center

Reference books:

Dictionary of Occupational Titles, 3rd edition, Vol. I and II; Superintendent of Documents, Washington, D.C. 20402. Cost: Vol. I, $7.75; Vol. II, $4.25.

Occupational Outlook Handbook, published every two years, U.S. Department of Labor, Superintendent of Documents, Washington, D.C. 20402, or J.F. Kennedy Federal Building, Boston, Mass.

Encyclopedia of Careers and Vocational Guidance, Hopke, J. G. Ferfuson, 6 N. Michigan Ave., Chicago, Ill. 60602. Two volumes, $39.50.

American Trade Schools Directory, Croner Publications, 211-03 Jamaica Ave., Queens Village, New York 11428. $12.00.

National Directory of Schools and Vocations, Miller and Brown, State School Publications, North Springfield, Pa. 16430, 1963 edition. $12.95.

The College Blue Book, Christian E. Burckel, Box 311, Yonkers, New York 10707. Four volumes, $89.95. One volume on Occupational Education by states and curricula.

American Art Directory, R.R. Bowker, 1180 Avenue of the Americas, New Yorl New York 10036. $28.00.

American Junior Colleges, American Council on Education, 1785 Massachusetts Avenue, Washington, D.C. 20036 $18.00

American Universities and Colleges, American Council on Education, 1785 Massachusetts Avenue, Washington, D.C. 20036. $22.00.

Comparative Guide to Two Year and Four Year Specialized Schools and Programs, 1969, $3.50 paper ed.
Comparative Guide to Junior and Two Year Community Colleges, 1972; $8.95, paper, $3.95
Comparative Guide to Engineering Programs, 1972. Paper, $4.95 Cass and Burnbaum, Harper and Row, 49 E. 33rd St., New York, N.Y. 10016

Educational Opportunities of Greater Boston for Adults, Educational Exchange of Greater Boston, 17 Dunster Street, Cambridge, Massachusetts

Professional books

Occupational Information, Baer and Roeber, Science Research Associates, Inc. 259 E. Erie St. Chicago, Ill. 60611; 1965

Occupational Information, Robert Hoppock, McGraw-Hill Book Co., 330 W. 42nd St., New York, N.Y. 10036. $10.50. 1963

Occupational Information in the Elementary School, Willa Norris, Science Research Associates, Inc., 259 E. Erie Street, Chicago, Ill. 60611, 1963

The Information Service in Guidance, Norris, Zeran and Hatch, Rand McNally & Co., Box 7600, Chicago, Ill. 60680, 1966. $10.95.

Occupational books for students

Vocational Guidance Manuals, a series published by Universal Publishing and Distributing Corp., 235 East 45 St., New York, N.Y. 10017. $1.95 each.

The Sextant Series Library Set, Information Systems and Service, Inc., Box 12 Milwaukee, Wis. 53201. Approximately 14 volumes, about $100.00. Each volume gives occupational information for an entire industry.

The Dillon Series - Looking Forward to a Career, Dillon Press, Inc., 106 Washington Ave. North, Minneapolis, Minnesota 55401. $3.95 each.

Basic Journals

"Vocational Guidance Quarterly", NVGA, 1605 New Hampshire Ave., N.W., Washington, D.C. 20009

"Occupational Outlook Quarterly", annual subscription with reports on automation, guidance, manpower, etc. Subscription about $2.00; U.S. Department of Labor, U.S. Government Printing Office Washington, D.C. 20402 or J.F. Kennedy Building, Boston, Massachusetts

Basic subscriptions and indexes

Counselor's Information Service, B'nai B'rith Vocational Service, 1640 Rhode Island Avenue, N.W., Washington, D.C. 20036. A quarterly bibliography of vocational materials, $7.00.

Career Guidance Index, Careers, Largo, Florida 33540, a listing of free and inexpensive career materials. Also a subscription which provides occupational information brochures. $40.00

Chronicle 3 in 1 Service, Chronicle Guidance Publications, Inc., Moravia, New York 13118. A complete career guidance service including career monographs issued monthly during school year. $44.50.

Guidance Exchange, P.O. Box 1464, Grand Central Post Office, New York N.Y. 10017, a digest of current recommended guidance literature. $8.00

SRA Guidance Service Subscription Plan, Science Research Associates, 259 E. Erie St., Chicago, Ill. 60611. Plan provides "Occupational Briefs", research reports, posters, guidance, newsletter and pamphlets. $36.50

Occupational Outlook Report Series, U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402. Over 100 occupational briefs, about $15.00

Government agencies are excellent sources of occupational information. See Baer and Roeber, pg. 268.

Optional Information Resources

Films. These are expensive to buy and usually awkward to rent. They require a large area for showing and are often slanted in their showing.

Filmstrips. More flexible to use than films and less expensive. They have only limited attraction for most students. Filmstrips are a pleasant addition in a Career Center, but not a necessity.

Tapes. Occupational tapes are available, but quality of tapes should always be tested before investing; many are very poor. Students rarely are interested in using them. Advise against tapes for minimal operation.

TEST

Decide what you want to measure: interest, aptitudes, psychomotor development, cognition, achievement, manual dexterity, self-awareness. Suggest using tests sparingly in center.

BUDGET

To start Career Center, set priorities and get what you can. Should plan to develop center over several years and budget accordingly. Funds must be budgeted for career materials on a regular, yearly basis. A reasonable (survival) maintenance budget apart from salaries is about $800.00.

BOOKS LISTING VOCATIONAL OPPORTUNITIES IN MASSACHUSETTS

Educational Opportunities of Greater Boston for Adults. Educational Exchange of Greater Boston, 18 Brattle Street, Cambridge, Massachusetts.

Occupational Schools and Junior Colleges in Connecticut, Massachusetts, and Rhode Island. Research Publishing Company, Inc., Boston, Massachusetts, 1963.

Guide to College Level Independent Study. Chronicle Guidance Publications, Inc., Moravia, New York 13118.

National Directory of Schools and Vocations. Miller and Brown, State School Publications North Springfield, Pennsylvania, 1963.

Directory of Vocational Training Sources. Science Research Association, Inc., 259 East Erie Street, Chicago, Illinois 60611.

Technician Education Yearbook - 1967-68. Prakken Publications, Inc., Ann Arbor, Michigan.

Lovejoy's Career and Vocational School Guide. Clarence E. Lovejoy, Simon & Schuster, New York.

American Trade Schools Directory. Ulrich H. E. Croner, Croner Publications, Queen Village, New York.

SUPPLEMENTARY FILE OF RELATED

SUBJECT MATTER

1. Accreditation
2. Admissions (Requirements, Standards, etc.)
3. American School Counselor Association Newsletter
4. American Vocational Association
5. Apprenticeships
6. Aptitudes (Testing Programs, etc.)
7. Armed Services
8. Articulation and Orientation (College or Job)
9. Associations and Organizations
10. Audio-Visual Information
11. Automation and Cybernation
12. Business and Education
13. Career Development
14. Career Information (General)
15. Career Planning (Choice) (Guidance)
16. Certification
17. Civil Rights (Race Relations)
18. Civil Service
19. College Admissions (Research, etc.)

SUPPLEMENTARY FILE

20. College Climate (Atmosphere)

21. College Information (General)

22. College Planning (Selection)

23. Community Agencies (Employment, etc.)

24. Community Development (Projects)

25. Congressional Appropriations in Education

26. Conference Information

27. Cooperatives

28. Corporation Information and Business

29. Cost and Standard of Living

30. Counseling

31. Curricula

32. Directories

33. Delinquents

34. Disadvantaged

35. Dropouts and Potential Dropouts

36. Economic Data

37. Economic Forecasts of Educational Enterprises

38. Educational Legislation and Federal Programs

40. Educational Qualifications

41. Educational Research, Surveys, Studies

SUPPLEMENTARY FILE

42. Educational Technology
43. Educational Trends
44. Entelek C A I Research
45. Entry and Non-Entry Jobs
46. ERIC
47. Evaluation
48. Film Information (Catalogs)
49. Foundations
50. Games and Simulations
51. Guidance
52. Handicapped
53. Home Study Courses
54. School Memoranda
55. Industrial Publications
56. Industries
57. Innovative Projects in Education
58. Instructional Materials
59. Job Analysis
60. Job Finding
61. Job Placement
62. Labor Laws and Legislation
63. Labor Market Studies
64. Labor Organizations

SUPPLEMENTARY FILE

65. Library Memoranda (ILS)

66. Manpower (Requirements, Development, Retraining, Job Corps, Upward Bound)

67. Negro, Special Scholarships, Legislation, Opportunity

68. Occupational Education Bulletin

69. Occupational Fields

70. Occupational Information (Evaluation General)

71. Occupational Outlook

72. Occupational Trends

73. Office of Economic Opportunity (Publications and Programs)

74. Part-time Employment

75. Peace Corps, Vista, AID, Action

76. Philosophical Foundations

77. Placement

78. Poverty

79. Projects, Special

80. Promotional Plans

81. Proposals

82. Psychosocial Descriptions of Work

83. Reports

84. Research

85. Scholarships, Loans, Aids, Fellowships, Grants

86. School Choice (Non-College)

SUPPLEMENTARY FILE

87. School Courses (College Majors, Training Guides) (Related to Jobs)

88. School Courses (High School Courses Related to Job)

89. Social Security

90. Socioeconomic Trends

91. Special Groups

92. Stability of Employment

93. Surveys

94. Technological Trends

95. Testing (Test Information and Organization)

96. Training Opportunities (Career)

97. Training Opportunities (College-majors, Special Programs)

98. Unions

99. Vocational Education (Technical Education)

100. Vocational Guidance

101. Wages and Hours

102. Women (Employment, Special Programs)

103. Work Study Programs

104. Work Values

105. Working Conditions and Benefits

SOME POSSIBLE ACTIVITIES

PANEL FOR GIRLS - Special occupational problems for women.

REPRESENTATIVE OF A VOCATIONAL SCHOOL - Discussion of vocational technical training opportunities.

UNION REPRESENTATIVE - Discussion of unions and local opportunities in skilled trades.

BUREAU OF APPRENTICESHIP COUNCIL REPRESENTATIVE - Discussion of apprenticeship programs.

PLANT FOREMAN - Discussion of worker qualities, how to advance to be job foreman.

ARMED FORCES REPRESENTATIVE TALK - Training opportunities in the armed services.

GOING INTO BUSINESS FOR YOURSELF - Someone who has started a small business.

CIVIL SERVICE REPRESENTATIVE - Discussion of government employment and civil service.

Form letters should be used for requesting occupational information materials. Always use school letterheads.

Figure 1 represents the form letter used as a general inquiry. Figure 2 illustrates the letter used to request materials already known to project personnel. Figure 3 is the letter used to request multiple copies for distribution within your school system.

A publisher's card file should be maintained with up-to-date addresses of all the sources used by the project.

Organization for Accessioning Materials in the Career Information Library

In accessioning of materials in the Career Information Library, the following procedures are followed:

(1) Each document or piece of occupational information is catalogued in a cross-index card file. Before it is filed, each document has prepared for it a subject card and a title card. These cards follow the format used on standard library catalogue cards. Each card contains....

author
title
classification number (D.O.T. or other)
publisher
year of publication
number of pages
price

The publisher's card file is checked to insure that the publisher (with complete address) of the document in question is on file. The publisher's card file should always contain an up-to-date listing of every publisher of occupational information materials.

(2) All purely occupational materials are classified with the six-digit Dictionary of Occupational Titles code number which most accurately describes the occupation or occupations in question. Where a document covers a broad range of occupations, the first digit or first two digits

of the most appropriate D.O.T. classification are used. If the document describes more than one specific occupation, the D.O.T. number of the occupation primarily emphasized in the document is assigned to it, followed by a listing of the D.O.T. numbers of the other occupations described.

(3) Material of occupational relevance, but not applicable to any specific occupation, is classified according to the "Supplementary Occupational and Educational Information" file coding and filed in the appropriate folder. Step #1 also applies to this type of information.

(4) If your Career Information Library subscribes to a number of occupational information services, notably those provided by Science Research Associates, Chronicle Guidance Publications, and Careers, these materials are ordered in duplicate. Steps 1, 2, and 3 apply to these materials also. One copy of these materials is added to the regular, comprehensive "Occupational Information File" or "Supplementary Occupational and Educational Information File." The second copy is added to the appropriate publisher's self-contained kit, a complete set of which is maintained on an up-to-date basis in the library.

(5) Catalogues, price listings, and similar cost reference materials are not accessioned according to the procedures outlined above. All catalogues are stored in a vertical file entitled "Commercial Catalogues -- Publishers of Occupational Materials." Before each newly acquired catalogue is filed, the publisher's card file is checked to insure that the information noted on the card is correct and up-to-date.

(6) All acquisitions that are purely reference materials are classified as "R" on their index cards and are shelved alphabetically by author within the "Reference" section. Similarly, professional books are designated "PR" and are filed on the "Professional" shelves. All bound materials (books, monographs, etc.) of a purely occupational nature are stored on bookshelves, alphabetically by author within three-digit D.O.T. categories.

Organization for Storage and Retrieval of Materials

Occupational information by nature varies considerably from the type of material ususally stored in the typical, all-purpose library. That is, whereas general libraries are primarily involved in storage of hardbound

materials that are commercially available and readily catalogued, occupational information may range in format from a single-page job description to a volume such as the massive Dictionary of Occupational Titles. Consequently, three parallel filing arrangments were designed for your Career Information Library. These include: (1) a system for books, journals, and similar easily shelved materials; (2) a system for pamphlets, booklets, and similar soft-bound materials; and (3) a system for leaflets, booklets, single-page briefs, and similar "flimsy" material.

Books and other "Category 1" material are placed on regular bookshelves, "Category 2" pamphlets are stored in pamphlet boxes on bookshelves and "Category 3" materials are placed in a vertical file in a suspended folder arrangement in four-drawer files. All three parallel groups utilize a similar coding system. All purely occupational materials are classified according to the 1965 Dictionary of Occupational Titles classification coding. For supplementary occupational and educational information of a supportive nature, a separate filing system was created. (1) Within the book division, in addition to a breakdown by single-digit occupational divisions, additional separate sections were created for: (A) professional journals; (b) professional staff books relevant to career development; (C) references and directories; and (D) general student occupational workbooks and related materials. A smaller vertical file arrangement is set up for commercial publisher's catalogues. Sections are also set up for storage of filmstrips, records, tape recordings, slides, and films.

The specific organization of the three vertical file sections is as follows:

(1) Occupational Information File

This file contains the library's primary collection of unbound occupational information. All materials are classified according to the Dictionary of Occupational Title's coding system. The suspended folders are labeled according to the D.O.T. two-digit coding. Within each suspended folder is a series of manila folders which break the two-digit classification down into the three-digit code. The first manila folder in each group repeats the two-digit code found on the suspended folder. This general folder contains all broad area information not classifiable into a three-digit grouping.

Thus, a subset of folder headings would read as follows:

(2) 21 Computing and Account-Recording Occupations

(3) 210 Bookkeeping

Figure 1 Inquiry Letter

THE PUBLIC SCHOOLS
of
MILFORD, MASSACHUSETTS

Division of Pupil Personnel Services
66 School Street

Gentlemen:

Currently, the Milford Public Schools is designing a system for collecting, storing, and retrieving occupational information, utilizing data processing techniques. Such a system requires a continuous updating and revision of the materials on hand relating to the various occupations.

If you currently distribute materials to occupations in your field, will you please send us samples of the materials available? We are interested especially in materials that might enhance our vocational guidance program.

If you maintain a mailing list for systematic distribution of such materials, would you add our address to your list? The appropriate address is specified below.

We appreciate any help you might be able to give us in this matter.

Sincerely,

Name
Position

Mailing Address

CAREER GUIDANCE RESOURCE CENTER
Division of Pupil Personnel Services
Milford Public Schools
66 School Street
Milford, Massachusetts 01757

Figure 2 Letter to Request Materials

THE PUBLIC SCHOOLS
of
SPRINGFIELD, MASSACHUSETTS

Division of Pupil Personnel Services
195 State Street

Gentlemen:

Will you please send_____copies of the following information for use in our guidance program?

If you maintain a mailing list for future publications related to guidance and occupational information, we would appreciate your adding our name. The mailing address is below.

Thank you very much for your help.

Sincerely,

Name
Position

Mailing Address

CAREER GUIDANCE RESOURCE CENTER
Division of Pupil Personnel Services
Springfield Public Schools
195 State Street
Springfield, Massachusetts 01103

Figure 3 Letter Requesting Multiple Copies of Materials

BLUE HILLS REGIONAL
TECHNICAL SCHOOL
of
Avon, Braintree, Canton,
Holbrook, Norwood,
Randolph and Westwood

Division of Pupil Personnel Services
100 Randolph Street

Gentlemen:

As one aspect of its career guidance program, the Blue Hills Region's attempt to make available to students (through their guidance counselors) a variety of occupational and educational information. In order to help alleviate duplication of effort of guidance counselors in requesting materials separately (and the associated labor of distributors in filling numerous requests for materials), we have initiated a procedure of requesting free and inexpensive materials in bulk for distribution from this office to Blue Hills Region's counselors and school libraries.

Will you please send____copies of each of the pamphlets li. ed below.
100 each: (1)
(2)
(3)

If there is a charge for any of the materials listed above, will you please quote us the per 100 price? Please do not ship materials for sale before receiving a purchase order from us.

Thank you very much for your cooperation and help in helping make these materials available to Blue Hills Region students.

Sincerely,

Name
Position

Mailing Address
CAREER INFORMATION CENTER
Blue Hills Region
100 Randolph Street
Canton, Massachusetts 02021

Model: File Card--Subject Card

Classification No.

SUBJECT

Title

Author

Publisher, Date

Pages Cost

Model: File Card--Title Card

Supplementary File No.

TITLE

Subject

Author

Publisher, Date

Pages Cost

Model: D.O.T. File Card

D.O.T. No.

TITLE

Author

Publisher, Date

Pages Cost

Model: Author Card

Classification No.

AUTHOR

Title

Subject

Publisher, Date

Pages Cost

Model: Publisher's Card

Name of Publisher

Address of Publisher

Type of Information Available

Model: Record File Card

Classification No.

TITLE

Publisher

Age

Time

Sound Rating

Brief Outline Cost

Model: Record File Card

Classification No.

TITLE

Publisher

Age

Time

Sound Rating

Brief Outline

Cost

Model: Film File Card

Classification No.

TITLE

Publisher

Age

Time

Sound Rating

Photography Rating

Brief Outline

Cost

Model: Records and Filmstrips

Classification No.

TITLE

Publisher

Age

Time

Sound Rating

Photography Rating

Brief Outline Cost

Model: Vocational Interview Tape
File Card

Classification No.

TITLE

Publisher

Age

Time

Sound Rating

Brief Outline, Comments